

BAY AREA PROJECT WORK PLAN

Project Plan Amended Date: June Amended Date: June 12, 2003

Team: Staff Support Team

Team Leader: Rozsa Romvari

ASSUMPTIONS: Closure of Agnews Developmental Center by June, 2005

#	Task Name	Start Date	Due Date	Who's in Charge	Specifications
1	Employee Celebration Meal		April 2, 2003	Ruth Richey	Employee appreciation, team building
2	Installation of Rumor Control Box	March 2003	April 5, 2003	Chris Prendable and Terry Reed	Collect rumors and respond to them via New Beginning
3	T-shirt fundraiser	March 2003	June 2003	Rebecca Flores	Fundraising for future team building events
4	Review Official Personnel Files; bring Seniority Point Verification and Military Duty form to the front.	May 1, 2003	Sept 1, 2003	Kimberly Ponder	Identify employees who had their seniority certified in the past.
5	Identify non-State agencies with PERS or STRS	May 1, 2003	May 15, 2003	Rozsa Romvari	Information will be used when looking for employment opportunities
6	Identify all State agencies using the same classifications as Agnews.	May 1, 2003	July 1, 2003	Linda Pacheco, Personnel	Info will be used to develop contacts for exams and vacancies.
7	Invite PERS to provide information to staff planning to retire.	May 1, 2003	June 1, 2003	Linda Pacheco	Provide information on retirement.
8	Lunch BBQ fundraiser	May 1, 2003	May 2003	Pam Rainey	Fundraising for future team building events
9	Staff Support Team to meet with EDD representatives on services offered	May 8, 2003	May 8, 2003	Rozsa	Explore services offered before and after a layoff.

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10	Develop and finalize demotion charts	June 1, 2003	Dec 31, 2003	Kimberly Ponder	Demotion patters are used during the layoff process
11	Block Party	July 3, 2003	July 31, 2003	Kathleen Lee and Ruth Ritchey	Picnic, games – teambuilding
12	Invite PERS to provide information to staff planning to retire.	Aug 1, 2003	Sept 1, 2003	Linda Pacheco	Provide information on retirement
13	Compute seniority scores for each staff	Aug 1, 2003	Dec 31, 2003	Kimberly Ponder	Data will be shared with the Human Resources Committee
14	Establish a contact with each State agency for exam and vacancy information	Aug 1, 2003	Nov 1, 2003	Volunteers from the Staff Support Team/Noemi/ Testing staff	Info will be used to develop contacts for exams and vacancies
15	Invite PERS to provide information to staff planning to retire.	Nov 1, 2003	Dec 2003	Linda Pacheco	Provide information on retirement
16	Agnews' 115 th year celebration	Nov 30, 2003	Nov 2003	Ruth Ritchey	Celebrating 115 years of services
17	Offer information sessions on SROA, surplus and re-employment status. Frequency: 2x/month or more often if needed.	Jan 1, 04	Ongoing - every two weeks More often if requested	Kimberly/Rebecca McGown/Veronica Linda Pacheco Susie Anderson	Applicable laws, rules and processes will be shared with employees to give them a better understanding of options

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18	Offer information sessions on transfer eligibility, taking exams with other agencies and how to find employment within State service.	Jan 1, 04	Ongoing – monthly More often if requested	Kimberly/Linda	Information on laws/rules guiding civil service employment and various methods on locating vacancies.
19	Offer workshops on interviewing techniques	Jan 1, 04	Ongoing	ADC staff, EDD, State Training Center?	Invite EDD, State Training Center instructor
20	Offer workshops on resume writing	Jan 1, 04	Ongoing	ADC staff, EDD, State Training Center?	Invite EDD, State Training Center instructor
21	Expand information available in the Career Center – find a larger space?	Jan 1, 04	Ongoing	Terry Reed	Post vacancies, exams, handouts of various issues regarding layoff.
22	Invite PERS to provide information to staff planning to retire.	Feb 1, 04	March 04	Linda Pacheco	Provide information on retirement
23	Invite PERS to provide information to staff planning to retire.	May 1, 2004	June 04	Linda Pacheco	Provide information on retirement
24	Establish an office where Personnel Staff provides individualized assistance	July 1, 04	Ongoing	Veronica/Linda?	Offer individual career development assistance

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25	Place employees on Surplus list Assist staff with SROA forms	July 1, 04	July 04	Kimberly Ponder	Follow SROA guidelines, provide employees with "Surplus" letter.
26	Invite PERS to provide information to staff planning to retire.	Aug 1, 04	Sept 04	Linda Pacheco	Provide information on retirement
27	Invite PERS to provide information to staff planning to retire.	Nov 1, 04	Dec 04	Linda Pacheco	Provide information on retirement
28	Organize Job Fairs at ADC – invite employers (state, municipal and private) We may consider Separate fairs for LOC and Non-LOC staff.	Jan 1, 05	Monthly	Volunteers from the Staff Support Team?	Invite employers and have offices available for the employers to conduct interviews.
29	Invite EDD to provide information on unemployment and other assistance offered by EDD	Feb 1, 05	Every month	EDD	Informing employees of services by EDD prior and after a layoff.
30	Invite PERS to provide information to staff planning to retire.	Feb 1, 05	March 05	Linda Pacheco	Provide information on retirement
31	Separate Limited Term appointees		April 1, 05	Kimberly Ponder	Formal notice: termination of employment.

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32	Issue Lay Off notices		May 1, 05	Kimberly Ponder	Formal notice: termination of employment.
33	Lay Off employees and establish re-employment lists.			Kimberly Ponder	Establish